



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

Clarence A. DeLong, Treasurer
Jon Kyl for U. S. Senate
P.O. Box 10246
Phoenix, AZ 85064

SEP 27 2000

Identification Number: C00279521

Reference: Year End Report (7/10/99-12/31/99)

Dear Mr. DeLong:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

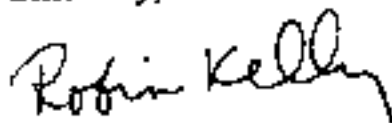
-Line 10 of the Summary Page of your report discloses \$10,982.26 in outstanding obligations. Schedule D of your report discloses \$8,633.32 in outstanding debts. Please correct this discrepancy and file an amendment to your report. (11 CFR §104.3(d))

-Line 12 of the Detailed Summary Page discloses a transfer from a joint fundraising committee. However, the memo Schedules A supporting Line 12 are less than the amount transferred. Please note that memo Schedules A supporting a transfer from a joint fundraising committee should be greater than or equal to the amount reported on Line 12. Each participating committee shall report its share of net proceeds received from the joint fundraising committee as a transfer-in on Line 12. Each participating committee shall also file memo Schedules A itemizing its share of the gross receipts as contributions from the original donors. (11 CFR §102.17(c)(8)(B)(i)) Please amend your report to correct this discrepancy.

A written response or an amendment to your original report(s) correcting the above problem(s) should be filed with the Secretary of the Senate, 232 Hart Senate Office Building, Washington, DC 20510 within fifteen (15) days of the date of this letter. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530.

(at the prompt press 1, then press 2 to reach the Reports Analysis Division). My local number is (202) 694-1130.

Sincerely,

A handwritten signature in cursive script that reads "Robin Kelly".

Robin Kelly
Reports Analyst
Reports Analysis Division

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The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial data. This includes not only sales and purchases but also expenses and income. The document provides a detailed list of items that should be tracked, such as dates, amounts, and descriptions of each transaction. It also outlines the proper format for recording these entries, including the use of specific columns and rows in a ledger or journal.

The second part of the document focuses on the process of reconciling accounts. It explains how to compare the company's records with bank statements and other external sources to identify any discrepancies. This process is crucial for detecting errors, such as double entries or omitted transactions, and for ensuring that the company's books are in balance. The document provides step-by-step instructions for performing a reconciliation, including how to calculate the difference between the two sets of records and how to investigate and resolve any mismatches.

The final part of the document discusses the importance of regular audits and reviews. It highlights that periodic checks of the financial records are essential for identifying potential fraud, mismanagement, or other irregularities. The document provides guidelines for conducting an audit, including the selection of an independent auditor and the preparation of a comprehensive audit report. It also emphasizes the need for transparency and accountability in all financial reporting, and the importance of maintaining clear communication with stakeholders regarding the company's financial performance.